

# MAK HEALTHCARE INC

## CONFIDENTIALITY OF CLIENT INFORMATION

---

### AGENCY POLICY:

By accepting employment with **MAK HEALTHCARE INC**, you have obligated yourself to carefully refrain from discussing any client's condition or personal affairs with anyone outside the agency, unless expressly authorized to do so. Do not pass on medical information to clients and visitors unless you have been instructed to do so by your supervisor. In addition, all information seen or heard regarding clients, directly or indirectly, is completely confidential and not to be discussed even with your family.

Your job as a **MAK HEALTHCARE INC** employee requires that you govern yourself by high ethical standards. Failure to recognize the importance of confidentiality is not only a breach of agency this, but can also involve an employee in legal proceedings. Information about clients or the agency is not to be given to media. This is essential for protection of both the client and the agency. Very strict laws regarding the release of information concerning clients bind agencies.

I have read and agree to abide by the above policy on confidentiality. I realize that violating this policy may result in termination of my employment

---

Employee Name (print)

---

Signature of Employee

---

Date